

Job Title: Math Curriculum Implementation Specialist
Department: Teaching and Learning
Reports To: Superintendent
Employee Status: Teaching contract: Teacher on Special Assignment
School year plus 5 days

I. JOB SUMMARY

The Curriculum Implementation Specialist provides leadership in the district's curriculum adoption, implementation processes, and instruction in his or her curricular area(s). This role involves guiding teams to adopt high-quality instructional materials and practices, aligning district goals, the Grand Rapids Area Schools Curriculum Adoption Process, and the Multi-Year Curricular Review Cycle with Minnesota state standards. Collaborating closely with teachers, principals, and district leadership, the individual will strengthen instruction, model effective practices, build teacher capacity, and support the implementation of districtwide curriculum initiatives. The role includes planning, modeling, coaching, and facilitating professional learning, as well as supporting the integration of technology to enhance instruction, primarily in the area of K-12 Mathematics, but also Science.

II. QUALIFICATIONS

Key Responsibilities:

Curriculum Leadership and Selection Process

- Collaborate with district leadership, instructional teams, and stakeholders to identify instructional needs and evaluate curriculum options.
- Lead the establishment of curriculum adoption committees, ensuring diverse representation of stakeholders.
- Ensure the work aligns with district goals, state standards, and the needs of diverse learners.
- Conduct research and analyze data on instructional materials to make evidence-based recommendations.
- Communicate clear team roles, responsibilities, and expectations throughout the adoption process.
- Guide the team in reviewing new state standards and creating a shared understanding of expectations.
- Organize meetings with state specialists and coordinate attendance relevant professional development sessions.
- Coordinate pilot programs to assess the effectiveness and practicality of prospective curricula.

- Develop and deliver presentations to district leaders, school boards, and other stakeholders regarding curriculum recommendations.

Implementation Support and Professional Development

- Create and execute a comprehensive implementation plan for the selected curriculum, including timelines, resources, teacher expectations and support systems.
- Facilitate the development of a multi-year professional development plan to ensure teachers understand and effectively use the new curriculum.
- Provide ongoing coaching, modeling, and classroom support to teachers during the transition and implementation phases.
- In collaboration with principals and curriculum teams, develop pacing guides, scope and sequence documents, walkthrough forms, and digital curriculum materials.
- Develop and share resources, guides, and tools to aid teachers in curriculum integration.

Ongoing Support and Evaluation

- Collaborate with assessment teams to ensure curriculum alignment with formative and summative assessments.
- Establish metrics for measuring successful curriculum implementation.
- Ensure access to and responsible use and management of instructional resources.
- Collect and analyze data to monitor the effectiveness of curriculum implementation.
- Provide feedback and recommendations for continuous improvement based on teacher input, student outcomes, and observational data.
- Provide classroom support through modeling lessons, walkthroughs, and teacher coaching.
- Evaluate curriculum effectiveness based on student performance and teacher feedback, making data-driven recommendations for adjustments.
- Work with district leaders to make adjustments to the curriculum and instructional strategies as necessary.

Communication and Collaboration

- Serve as a liaison between district administration, schools, and teachers to ensure consistent communication and support.
- Foster strong relationships with curriculum vendors and external partners to ensure successful implementation.
- Communicate regularly with stakeholders, including parents and community members, about curriculum goals and progress.
- Ensure effective communication of expectations, pacing guides, walkthrough timelines, and professional development opportunities to staff.

- Maintain and update the content page within the Teaching and Learning website with essential resources, including:
 - Adoption timelines
 - Team members and roles
 - Professional development schedules
 - Meeting agendas and materials
- Maintain up-to-date knowledge of educational trends, curriculum resources, and instructional technology to inform district decisions.

Qualifications:

Education and Certification

- Bachelor’s degree in Education or a related field required; Master’s degree preferred.
- Valid teaching license required. Minnesota math or science license preferred. Administrative certification preferred.

Experience

- Minimum of 5 years of successful classroom teaching in mathematics or a related educational experience.
- Experience in curriculum development, instructional coaching, mentoring, or teacher professional development preferred.

Knowledge, Skills, and Abilities

- Strong understanding of curriculum design, instructional strategies, and standards-based education.
- Strong understanding of mathematics content, pedagogy, and Minnesota Math Standards.
- Excellent facilitation, communication, and interpersonal skills.
- Ability to analyze and interpret data to guide decision-making.
- Proficiency in using technology to support curriculum integration and professional development.
- Ability to manage multiple projects and prioritize tasks effectively.

Working Conditions:

- Typical office and school environments.
- Frequent travel between school sites within the district.
- Occasional evening or weekend hours for meetings or professional development sessions.